



Pierce County Emergency Planning Institute

The Pierce County Emergency Planning Institute trains staff from social service agencies, long term care facilities and churches about planning and creating plans for disasters.

At the end of the training, participants will:

1. Have a basic understanding of Incident Command
2. Receive an introduction to disaster issues
3. Develop and/or enhance their agency plan(s)
4. Learn how to update, train and exercise those plans.

To complete this program, there are three sessions to attend. Each session is four hours, with approximately two weeks between each. *In the afternoon of each of the classes, there will be a "Mentoring Session" for current and past attendees to come and get help on plan writing, exercise designing, ICS training or anything else. Afternoon sessions will run from 1 to 4 p.m.*

Thursday, Sept. 24

8 am to 12 p.m.

at TACID Tacoma Area Coalition for Individuals with Disabilities

Session 1: Incident Command/Introduction to Disasters - Overview

In this session, students are given an overview of the basic ICS (Incident Command System) as well as types of disasters specific to Western Washington. They are also shown how they fit into the regional planning efforts, and how they can help.

Thursday, Oct. 8

8 am to 12 p.m.

at TACID Tacoma Area Coalition for Individuals with Disabilities

Session 2: Plans and Procedures

In this session, students will go through the process of defining their own emergency procedures and plans based on templates specific to their type of facility.

Thursday, Oct. 29

8 am to 12 pm

at Tacoma-Pierce County Emergency Operations Center

Session 3: How to...Update, Train and Exercise

In this session, students are taught how and when to update their emergency procedures/plans, and how to train and exercise on their procedures/plans.

Student Information

The class will be limited to 20 people. There is a competitive application process. Students are expected to attend all three classes. At the end the training, students will receive a completion certificate and clock hours (if desired).



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Application

Applications are due by Sept. 11.

This is a competitive application process, so please fill out the application to the best of your ability. For this class, 20 people will be chosen based on several criteria: their agency or organization's commitment to emergency planning and preparedness, type of clients served, the size of agency, and other factors to be determined.

Name

Agency/Organization

Position

Address

Phone

Emergency Contact
and phone number for
agency or organization

E-mail address

Number of clients served
per day (approx)

Type of population
served

In no more than 150 words, please tell us why this training is important to you and your agency/business/organization?



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Learner Needs Assessment

Please complete the following and attach to your application.

	Yes	No
The organization I work for has an emergency response plan.	<input type="radio"/>	<input type="radio"/>
The plan is comprehensive.	<input type="radio"/>	<input type="radio"/>
All staff have been educated about the contents of this plan.	<input type="radio"/>	<input type="radio"/>
The plan has been updated regularly.	<input type="radio"/>	<input type="radio"/>
Staff have participated in at least one exercise of this plan.	<input type="radio"/>	<input type="radio"/>
My organization is familiar with the Incident Command System (ICS).	<input type="radio"/>	<input type="radio"/>
My organization has trained staff on ICS.	<input type="radio"/>	<input type="radio"/>
I have taken at least one class (online or in classroom) on ICS.	<input type="radio"/>	<input type="radio"/>
I have participated in at least one exercise on emergency response.	<input type="radio"/>	<input type="radio"/>
I know my role in helping my organization during an emergency.	<input type="radio"/>	<input type="radio"/>
I know how much authority I have in an emergency.	<input type="radio"/>	<input type="radio"/>
I have the ability to write a plan for this organization.	<input type="radio"/>	<input type="radio"/>
I have the ability to train staff on emergency plans.	<input type="radio"/>	<input type="radio"/>
I am responsible for writing/updating our emergency plan	<input type="radio"/>	<input type="radio"/>

Please complete this application and e-mail to Sbadger@co.pierce.wa.us or fax to 253-798-3307, attention Sheri Badger. Applications are due by Sept. 11.